

JOINT COMMISSION ON SHARED SERVICES INITIATIVES

Minutes – August 2, 2012

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: August 2, 2012

TIME: 7:30 a.m.

LOCATION: North Conference Room, City Hall

COMMITTEE VICE CHAIR: Colleen Bates

RECORDER: Linda DesForge

Commission Members Present:

City: Jackie Pavelski

County: Colleen Bates, Gregg Moore, Gerald Wilkie

School District: Carol Craig, Brent Wogahn

Commission Members Absent: Dave Duax, Kathryn Duax, Kerry Kincaid

Staff Present: Tom McCarty, Brian Amundson, Angie Harmon, Linda DesForge

AGENDA ITEM #1: Call to Order.

Vice Chair Colleen Bates called the meeting to order at 7:30 a.m.

AGENDA ITEM #2: Approval of Minutes of Joint Commission on Shared Services Initiatives meeting of May 24, 2012.

ACTION: Jackie Pavelski made a motion to approve the minutes as presented. Brent Wogahn seconded the motion and the motion carried.

AGENDA ITEM #3: Discussion and update of priority projects identified in the Optimization and Process Review Report.

(a) Joint Purchasing

(b) Joint Health Care Program

Brian Amundson distributed a dashboard showing the progress and timeline of each of the six priority projects.

Joint Purchasing: The charter is complete. The proposed recommendations are being reviewed, with a final report by September 1.

Joint Health Care Program: The charter is complete. The original timeline and target date shifted two months. Work is anticipated to start in September, with completion by February 2013.

The Commission discussed the fact that having different renewal timetables is still an issue. A concern was also expressed that individuals who are involved with the health care program need to be informed as this issue is discussed. Without being informed, people tend to jump to conclusions. More information to employee groups will help diffuse any problems.

The Commission members appreciated the dashboard and felt that it is a very valuable tool.

AGENDA ITEM #4: Discussion and review of combined land records/Geographic Information System (GIS) Charter.

Brian Amundson distributed a Charter on Combined Land Records Management/GIS.

The Team membership includes four representatives from the County and three representatives from the City. It was noted that this item doesn't involve the School District directly, but the mapping for bus routes may be productive. It was suggested that school representatives be involved as far as demographics. They could be brought in for certain situations.

The Charter covers desired/undesired outcomes, project scope/limitations, resources, and a preliminary plan showing target dates.

The target date for the development of recommendations is the week of July 8, 2013.

AGENDA ITEM #5: Discussion and consideration of the City of Altoona becoming a member of the Joint Commission on Shared Services Initiatives.

The Commission members discussed the possibility of the City of Altoona becoming a member of the Commission. It was the consensus of the Commission that, rather than Altoona becoming a member, it would be best to bring them in for certain situations.

It was suggested to possibly have an open forum including Altoona, as well as the towns. This could be an opportunity to recognize the value of their input. It would send a message that they are important in this process, too.

With that being said, it was also noted that caution should be used to *not* lose focus. If the group gets too large, it's difficult to move on certain issues. Expanding may diminish the work of the Commission.

Another suggestion was to ask Altoona to designate a resource consultant to call into meetings for input. That person would be included on the agenda mailing list and attend whenever an issue involves Altoona. This may also be used for various towns.

**AGENDA ITEM #6: Discussion of September meeting agenda:
(a) One-year review of Service Optimization & Process Review Report
(b) Visionary leadership initiatives**

During the discussion, it was suggested that the Commission reflect back on the Service Optimization Report to go over what the Commission has accomplished throughout the past year. This would be a good time to review the matrix and discuss visionary leadership initiatives.

Everyone thanked Terry Sheridan for his service to the community and to this Commission.

AGENDA ITEM #7: Adjournment.

ACTION: Jackie Pavelski made a motion to adjourn the meeting. The motions was seconded by Gregg Moore and passed unanimously.

The meeting adjourned at 8:30 a.m.

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, September 27	7:30 a.m.	Courthouse
Thursday, November 29	7:30 a.m.	North Conference Room, City Hall